

Manager View

The Manager View offers secure, real-time access to view employee personnel information including Assignment, Position, Personal, Obligation Dates, Salary, Benefits, Awards and Bonus, Performance, Personnel Actions, Clearance, Training and Leave.

The Manager Self-Service View is easy-to-use and brings key information together in one place which allows for quick access to employee personnel information, excluding PII.

Enter your personal CHRIS password into the Password field. When you click the “Accept and Logon” button you are acknowledging that you understand and will comply with each requirement, as written.

WARNING: This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

PRIVACY ACT WARNING
Information contained in this system is subject to the Privacy Act of 1974 (5 U.S.C. 552A, as amended). Only authorized persons conducting official business may use personal information contained in this system. Any individual responsible for unauthorized disclosure or misuse of personal information may be subject to fines up to \$5,000.

SECURITY INCIDENT
A Security Incident encompasses the unauthorized access, use, disclosure, disruption, modification, or destruction to an information system. If you discover, or suspect, that a security incident has occurred, report all activity to gsa.chris@gsa.gov.

RULES OF BEHAVIOR
I will adhere to the standards set forth in the Privacy Act of 1974 when dealing with data and will safeguard all sensitive and Personally Identifiable Information (PII).
I will safeguard my own password and I will not share passwords with any other person, including other employees, management, or technical staff.
I am responsible for all access made with my password.
I will not remove Sensitive or PII from the CHRIS application and store it on a hard drive, network drive or any type of removable media without appropriate safeguards.
I will not access/share any personal data on any person except in the specific performance of my duties.
I will not knowingly enter any false or inappropriate data into CHRIS.

I acknowledge that I have read and understand the rules of behavior for access to CHRIS and that I will abide by these rules and the specific security rules of my agency.

User Name
LILYGSA TEST

Password


Accept and Login Cancel


[Login Assistance](#)

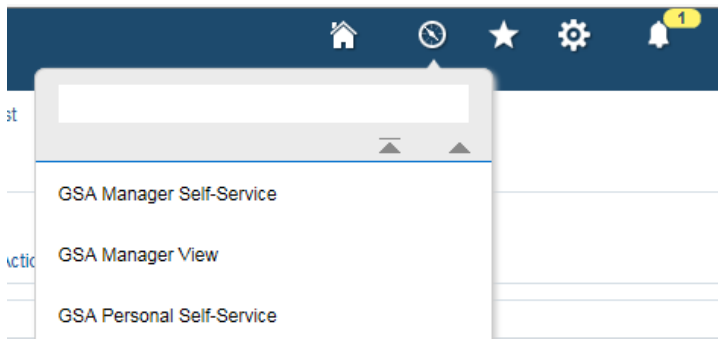
The Navigator window opens.


Menu Bar

The menu bar is located under the address bar and provides tools needed to navigate through the self-service views.

The Home  icon will return you to the Home page

The Navigator  icon allows you to change responsibilities



The Favorites  icon will allow you to manage your Favorites
Click on the “Pencil” to Manage Favorites



Manage Favorites

Cancel Apply

Search for Functions

Function Prompt

Responsibility

Description

Go

Select Function Prompt	Description	Menu Hierarchy	Responsibility
No search conducted.			

Favorites

TIP You can only update favorites that are available for your current login.

TIP Only links to pages outside Oracle E-Business Suite can be set to open in a new window (or tab).

Add Outside Link

Select	Move	Favorite	Description	Responsibility	URL	Open in New Window
	Up	Down				
No results found.						

Manage Favorites

Cancel Apply


Search for Functions

Function Prompt

Responsibility

Description

Go

The Notifications  icon allows you to view the notifications in your Worklist

My Worklist

GSATest, Bobby

25-May-2016

Training for GSATest, Bobby

Due in 365 days

Go To Full Worklist

Click on the “Go to Full Worklist” link to see your complete Worklist

GSAWorkflow

Home

Clock

Star

Settings

Notifications

1

Logged In As ERICCHORTON

Help

Worklist

View

Open Notifications

Go

Select Notifications:

Open

Reassign

Close

Refresh

Print

Settings

Grid

Select All | Select None

Select From

Type

Subject

Sent

Due

☐

GSATest, Bobby

HR

Training for GSATest, Bobby

25-May-2016

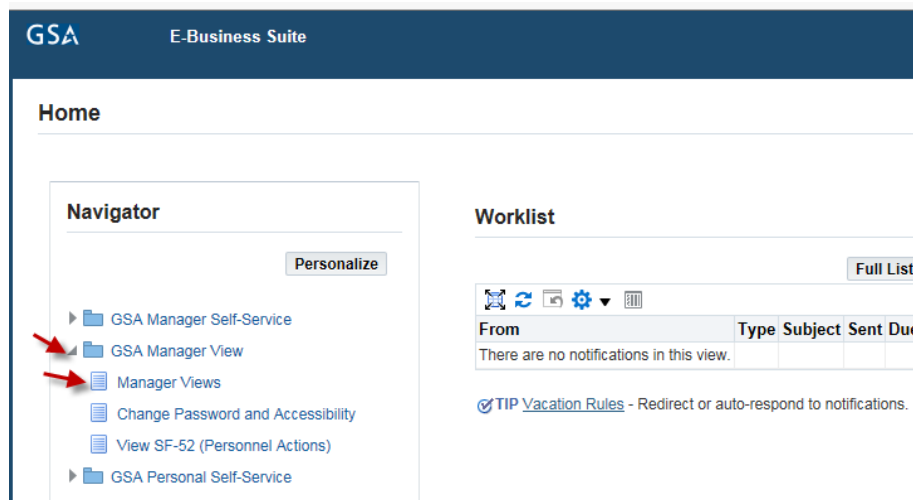
25-May-2017

Click on the Logout  icon to exit the application

Accessing Manager View

Click on (Agency) Manager View

Click on Manager Views



The “My Employee Information” page opens

- The page will display both employees and approved/funded vacancies assigned to the Manager that has logged on.
- The employees are displayed in the “My Employee Information” list by Last Name followed by First Name.
- You can view multiple records or one at a time

Last Name

Go

Advanced Search

Manage My List

My Employee Information

View

Hierarchy

View

Assignment

Personal

Salary


Awards and Bonuses

Performance

Personnel Actions

Querying Tips

Queries are conducted in the Employees screen

- Last Name – First Name – search by name is NOT case sensitive.
- You can view Tips for specific parameters and values by clicking on the  Tip button. In the example below, you have two choices for Person Type: Employee or Contingent Worker.





Employees

Advanced Search

Advanced Search Panel

Specify parameters and values to filter the data that is displayed in your results set.

- ☒ Show table data when all conditions are met.
☐ Show table data when any condition is met.

Last Name is 
First Name is 
Person Type is 
Position is 

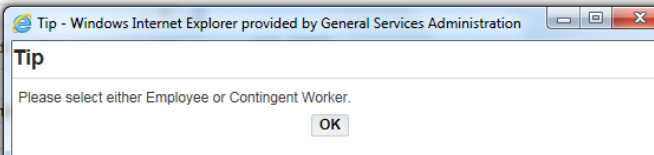
Go Clear




Select Name

Pay Plan and

No search conducted.



- In addition to search criteria displayed, you may further narrow your search by clicking the “Add Another” List of Values Button and adding another parameter. Once you have made your selection, click the Add  Button.

[Return to Mv Employee Information](#)

Search and Select: Duty Station

[Cancel](#) [Select](#)

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By City Kansas City% [Go](#)

Results

Select	Quick Select	Duty Station ▲	City ▲
<input type="radio"/>		202820209	Kansas City, Wyandotte, KS
<input type="radio"/>		293900175	Kansas City, Randolph, MI
<input type="radio"/>		294120047	Kansas City, Clay, MO
<input type="radio"/>		294120095	Kansas City, Jackson, MO

- The Duty Station will populate. Click the Go button

My Employee Information >

Employees

Manage My List

Advanced Search

Advanced Search Panel

Specify parameters and values to filter the data that is displayed in your results set.

☒ Show table data when all conditions are met.

☐ Show table data when any condition is met.

Last Name

is

First Name

is

Person Type

is

Position

is

Duty Station

is

294120095

[Go](#)

[Clear](#)

[Add Another](#)

Duty Station

[Add](#)

Select Employee:

[View Summary](#)

[Add To My List](#)

[Refresh](#)

[Reset](#)

[Settings](#)

[Print](#)

Select All | Select None


Select Name ▲	Pay Plan and Grade ▲	Occupational Series ▲	Position ▲	Office Symbol ▲	Duty Station ▲	Email Address ▲	Hire Date	Employee Number
<input type="checkbox"/> Anglin, Carol A	GS-14	0201.Human Resources Management	Human Resources Specialist (Information Systems) GS28.00C2589.016.003251.C	IBDD	294120095	carol.anglin@gsa.gov	16-Jun-2001	15333
<input type="checkbox"/> Knox, Teri L	GS-14	0201.Human Resources Management	Human Resources Specialist (Information Systems) GS28.00C2589.020.007392.C	IBDD	294120095	teri.knox@gsa.gov	12-Aug-20...	15556

- You can select and view multiple records or one at a time.
- If you select multiple employees and click the [View Summary](#) View Summary Button, you will retrieve a summary of the selected employees

Select Employee: View Summary Add To My List									
Select All Select None									
Select Name ▲	Pay Plan and Grade ▲	Occupational Series ▲	Position ▲	Office Symbol ▲	Duty Station ▲	Email Address ▲	Hire Date	Employee Number	
<input type="checkbox"/> Anglin, Carol A	GS-14	0201 Human Resources Management	Human Resources Specialist (Information Systems).GS28.00C2589.016.003251.C	IBDD	294120095	carol.anglin@gsa.gov	16-Jun-2001	15333	
<input type="checkbox"/> Knox, Teri L	GS-14	0201 Human Resources Management	Human Resources Specialist (Information Systems).GS28.00C2589.020.007392.C	IBDD	294120095	teri.knox@gsa.gov	12-Aug-20...	15556	

The selected employees will be listed in the Employee Information screen

My Employee Information View <input type="text"/> View									
Assignment Personal Salary Awards and Bonuses Performance Personnel Actions									
Name ▲	Pay Plan and Grade ▲	Occupational Series ▲	Position ▲	Organization ▲	Duty Station ▲	Employee Number ▲	Contingent Worker Number ▲	Hire Date ▲	
Anglin, Carol A	GS-14	Human Resources Management (0201)	Human Resources Specialist (Information Systems).GS28.00C2589.016.003251.C	AIBDD-2	294120095 - Kansas City, Jackson, MO	15333		16-Jun-2001	
Knox, Teri L	GS-14	Human Resources Management (0201)	Human Resources Specialist (Information Systems).GS28.00C2589.020.007392.C	AIBDD-2	294120095 - Kansas City, Jackson, MO	15556		12-Aug-2001	

If you select multiple employees and view the summary of the selected employees, once you have completed your query, you can click on the Back  button.

My Employee Information - View Summary


To view a summary of all the employees the manager supervises, click on the tab(s) you wish to view (Assignment, Personal, Salary, Awards and Bonuses, Performance, Personnel Actions).

Assignment


View Hierarchy View

Assignment								Personal	Salary	Awards and Bonuses	Performance	Personnel Actions
<div><div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div></div><div><div></div><div></div><div></div></div></div>												
Focus	Name	Assignment Number	Position	Organization	Location	Grade	Job					
	<div><div></div><div>Horton, Eric C</div></div>											
<div><div></div><div></div></div>	<div><div></div><div>Fabrizio, Antonio C</div></div>	1708	Supervisory Industrial Operations Analyst GS30.000M301.003.005803.C	AQVOCBBA-1	3434500D13 - VERONA, ESSEX, NEW JERSEY	GS-13	Miscellaneous Administration & Program (0301)					
<div><div></div><div></div></div>	<div><div></div><div>Smith, Zachary M</div></div>	19532	Supp Industrial Operations Analyst GS30.05CM301.001.005799.C	AQVOCBBB-1	179630093 - YORKVILLE, KENDALL, ILLINOIS	GS-13	Miscellaneous Administration & Program (0301)					
	Vacant Position		Industrial Operations Analyst GS30.550B624.015.013104.C	AQVOCBB	182210097 - Indianapolis, Marion, IN	GS-12	Miscellaneous Administration & Program (0301)					
	Vacant Position		Industrial Operations Analyst GS30.550B624.016.013105.C	AQVOCBB	171670031 - Chicago, IL	GS-12	Miscellaneous Administration & Program (0301)					
<div><div></div><div></div></div>	Vacant Position		Supervisory Industrial Operations Analyst GS30.05CM301.006.011643.C	AQVOCBBA-1	370110183 - APEX, WAKE, NORTH CAROLINA	GS-13	Miscellaneous Administration & Program (0301)					
	Vacant Position		Master Industrial Operations Analyst GS30.440M269.002.011730.C	AQVOCBB	132990067 - KENNESAW, COBB, GEORGIA	GS-13	Miscellaneous Administration & Program (0301)					
	Wallace, Susan L	7077	Administrative Support Specialist GS30.00CA187.001.000185.C	AQVOCBB	171670031 - Chicago, IL	GS-09	Miscellaneous Administration & Program (0301)					
<div><div></div><div></div></div>	<div><div></div><div>Wilson, Mark S</div></div>	16629	Supervisory Industrial Operations Analyst GS30.440M301.001.007226.C	AQVOCBBB-1	512307179 - STAFFORD, STAFFORD, VIRGINIA	GS-13	Miscellaneous Administration & Program (0301)					

Expand Icon

As a Manager, you could also have one or more supervisors that have employees that report to them. The employee names with the Expand  icon next to their name, denotes a supervisory position

	Fabrizio, Antonio C	1708	Supervisory Industrial Operations Analyst GS30.000M301.003.005803.C	AQV00CBA-1	343450013 - VERONA, ESSEX, NEW JERSEY	GS-13	Miscellaneous Administration & Program (0301)
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Click on the Expand  icon to view the employees and/or vacant positions that report directly to this supervisor.

	Fabrizio, Antonio C	1708	Supervisory Industrial Operations Analyst.GS30.000M301.003.005803.C	AQV0CCBA-1	343450013 - VERONA, ESSEX, NEW JERSEY	GS-13	Miscellaneous Administration & Program (0301)
	Previous						
	Colarusso, Angela M	115	Industrial Operations Analyst.GS30.110M291.002.004630.C	AQV0CCBA-1	251282017 - TEWKSBURY, MIDDLESEX, MASSACHUSETTS	GS-12	Miscellaneous Administration & Program (0301)
	Hulehan, Lawrence R	2333	Industrial Operations Analyst.GS30.110M291.006.004631.C	AQV0CCBC	342875005 - ROEBLING, BURLINGTON, NEW JERSEY	GS-12	Miscellaneous Administration & Program (0301)
	Mohtashemi, Keyan M	15368	Industrial Operations Analyst.GS30.110M291.009.008231.C	AQV0CCBB-1	241114031 - NORTH BETHESDA, MARYLAND, MARYLAND	GS-12	Miscellaneous Administration & Program (0301)
	Powell, Michael J	23059	Industrial Operations Analyst.GS30.220M081.037.004876.C	AQV0CCBB-1	110010001 - Washington, DC	GS-12	Miscellaneous Administration & Program (0301)
	Scarlallo, Molly A	8030	Industrial Operations Analyst.GS30.110M291.014.008341.C	AQV0CCBA-1	364170061 - New York, New York, NY	GS-12	Miscellaneous Administration & Program (0301)
	Vacant Position		Industrial Operations Analyst.GS30.110M291.024.008340.C	AQV0CCBA-1	250850005 - New Bedford, Bristol, MA	GS-12	Miscellaneous Administration & Program (0301)
	Vacant Position		Quality Assurance Specialist.GS30.110X013.003.004523.C	AQV0CCBA-1	340480005 - Burlington, Burlington, NJ	GS-09	Quality Assurance (1910)
	Vacant Position		Industrial Operations Analyst.GS30.110M291.027.008228.C	AQV0CCBA-1	341417035 - HILLSBOROUGH, SOMERSET, NEW JERSEY	GS-12	Miscellaneous Administration & Program (0301)
	Vacant Position		Industrial Operations Analyst.GS30.110M291.029.004632.C	AQV0CCBC	240050510 - Baltimore, Baltimore, MD	GS-12	Miscellaneous Administration & Program (0301)
	Vacant Position		Industrial Operations Analyst.GS30.110M291.030.008229.C	AQV0CCBA-1	330032015 - CANDIA, ROCKINGHAM, NEW HAMPSHIRE	GS-12	Miscellaneous Administration & Program (0301)
	Next 11 - 12 of 12						
	Smith, Zachary M	19532	Supv Industrial Operations Analyst.GS30.05CM301.001.005799.C	AQV0CCBB-1	179630093 - YORKVILLE, KENDALL, ILLINOIS	GS-13	Miscellaneous Administration & Program (0301)
	Vacant Position		Industrial Operations Analyst.GS30.550B624.015.013104.C	AQV0CCBB	182210097 - Indianapolis, Marion, IN	GS-12	Miscellaneous Administration & Program (0301)
	Vacant Position		Industrial Operations Analyst.GS30.550B624.016.013105.C	AQV0CCBB	171670031 - Chicago, IL	GS-12	Miscellaneous Administration & Program (0301)

Detailed Employee Information

To view detailed information related to an employee, click on the name you would like to select

Last Name

[Go](#) [Advanced Search](#) [Manage My List](#)

My Employee Information

[View](#) [Hierarchy](#) [View](#)

Assignment

[Personal](#) [Salary](#) [Awards and Bonuses](#) [Performance](#) [Personnel Actions](#)

Focus	Name	Assignment Number	Position	Organization	Location	Grade	Job
	▲ Horton, Eric C						
<div></div>	▶ Fabrizio, Antonio C	1708	Supervisory Industrial Operations Analyst.GS30.000M301.003.005803.C	AQVOCBBA-1	343450013 - VERONA, ESSEX, NEW JERSEY	GS-13	Miscellaneous Administration & Program (0301)
<div></div>	▶ Smith, Zachary M	19532	Supv Industrial Operations Analyst.GS30.05CM301.001.005799.C	AQVOCBBB-1	179630093 - YORKVILLE, KENDALL, ILLINOIS	GS-13	Miscellaneous Administration & Program (0301)
	Vacant Position		Industrial Operations Analyst.GS30.550B624.015.013104.C	AQVOCBB	182210097 - Indianapolis, Marion, IN	GS-12	Miscellaneous Administration & Program (0301)
	Vacant Position		Industrial Operations Analyst.GS30.550B624.016.013105.C	AQVOCBB	171670031 - Chicago, IL	GS-12	Miscellaneous Administration & Program (0301)
<div></div>	▶ Vacant Position		Supervisory Industrial Operations Analyst.GS30.05CM301.006.011643.C	AQVOCBBA-1	370110183 - APEX, WAKE, NORTH CAROLINA	GS-13	Miscellaneous Administration & Program (0301)
	Vacant Position		Master Industrial Operations Analyst.GS30.440M269.002.011730.C	AQVOCBB	132990067 - KENNESAW, COBB, GEORGIA	GS-13	Miscellaneous Administration & Program (0301)
<div></div>	▶ GSATest, Rose	29175	Realty Spec.GS03.00M3192.007.16641.C	AQVOCBB	171670031 - Chicago, IL	GS-09	Miscellaneous Administration & Program (0301)
<div></div>	▶ Wilson, Mark S	16629	Supervisory Industrial Operations Analyst.GS30.440M301.001.007226.C	AQVOCBBB-1	512307179 - STAFFORD, STAFFORD, VIRGINIA	GS-13	Miscellaneous Administration & Program (0301)

Viewing Employee Records


General Information

The Header page displays a summary of the employee's current information. This information is viewable from any of the tabs selected.

Employees >

GSATest, Rose

The following section displays the summary as of today's date.

 [Show Hierarchy](#)

Assignment Start Date	03-Mar-2016	Assignment End Date	
Assignment Status	Active Appointment	Employee Number	29175
Person Type	Employee.Ex-applicant	Position	Realty Specialist.GS03.00M3192.007.016641.C
Occupational Series	Realty (1170)	Pay Plan and Grade	GS-13
Step or Rate	01	Total Pay	92,145.00 USD
Organization	APIB	Office Symbol	PIB
Duty Station	110010001 - Washington, DC	Latest Personnel Action	101 - Career-Cond Appointment
Latest Performance Rating	X - Not Rated. Not yet rcvd rating of rcrd under agcy aprsl sys		
Email Address			

Assignment

Position

Personal

Obligation Dates

Salary

Benefits

Awards and Bonus

Performance

Personnel Actions (SF-50s)

Clearance

Training

Leave

Information Tabs

The following tabs are used to access employee personnel information

Assignment

Position

PersonalObligation Dates

Salary

Benefits

Awards and Bonus

Performance

Personnel Actions processed in CHRIS

Clearance

CHRIS User Guide: Manager View

The hierarchy will be displayed to the top agency organization

GSA Manager View

My Employee Information >
Anglin, Carol A

Effective Date 14-Jun-2016
 The following section displays the summary as of the effective date.

[Hide Hierarchy](#)

Name	Position	Office Symbol	Location
President of the United States			
Roth, Denise T	Administrator.GS01.X0EX000.007.013498.C	A	110010001 - Washington, DC
Shive, David A	Chief Information Officer.GS28.X0ES634.004.000139.C	I	110010001 - Washington, DC
Delnegro, Elizabeth F	Associate CIO for Financial & HR IT Services.GS28.X0ES348.002.019427.C	IB	110010001 - Washington, DC
Shackelford, Monica T	Information Systems Manager.GS28.00C3824.004.007312.C	IBD	482450439 - Fort Worth, Tarrant, TX
Ortega III, Alfred	Supervisory IT Specialist.GS28.00C2835.001.017452.C	IBDD	294120095 - Kansas City, Jackson, MO
Anglin, Carol A	Human Resources Specialist (Information Systems).GS28.00C2589.016.003251.C	IBDD	294120095 - Kansas City, Jackson, MO

GSA Manager View

My Employee Information >
Anglin, Carol A

Effective Date 14-Jun-2016
 The following section displays the summary as of the effective date.

[Hide Hierarchy](#)

View/Print SF-50's

A list of the employee's personnel actions processed is located in the Personnel Actions (SF-50s) tab. You can select a single SF-50 or multiple SF-50s to view and/or print. You can also either select the SF-50s individually or click on "Select All" to view/print all the SF-50s .

Once you have made your selection, click on the "View Selected" **View Selected** Button.

The employee's SSN and Date of Birth will not be displayed on the SF-50

Assignment Position Personal Obligation Dates Salary Benefits Awards and Bonus Performance **Personnel Actions (SF-50s)** Clearance Training Leave

View RPAs/NPAs View Selected [Select All](#) [Select None](#) Rows 1 to 30

Select Effective Date	First Action	First Action Description	Second Action	Second Action Description	Update HR Completion Date	Status
<input type="checkbox"/> 20-Mar-2016	790	Realignment			21-Mar-2016	Update HR Complete
<input type="checkbox"/> 10-Jan-2016	894	Gen Adj			10-Jan-2016	Update HR Complete
<input type="checkbox"/> 29-Nov-2015	846	Individual Time Off Award			11-Dec-2015	Update HR Complete
<input type="checkbox"/> 11-Jan-2015	894	Gen Adj			10-Jan-2015	Update HR Complete

Enhanced Tables

New Features include:

- Horizontal and Vertical Scroll
- Detach
- Refresh
- Show/Unhide Columns (Currently disabled in Assignment tab)
- Column Reorder (Currently disabled in Assignment tab)
- Column Freeze (Currently disabled in Assignment tab)

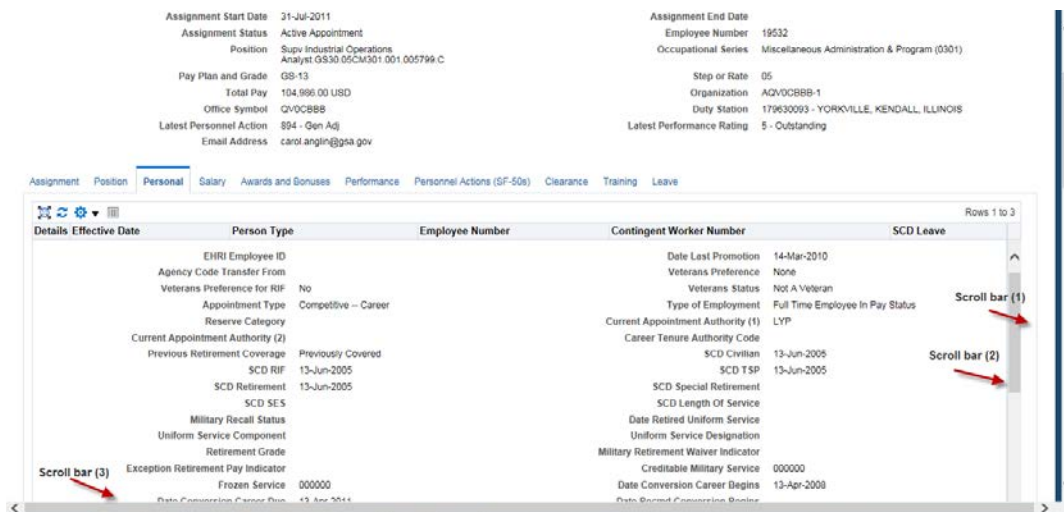
Horizontal and Vertical Scroll

Horizontal scroll allows table columns to be scrolled without having the entire page scroll.


Scroll bar (1) on the far right side will allow you to see all of the details within a specific tab

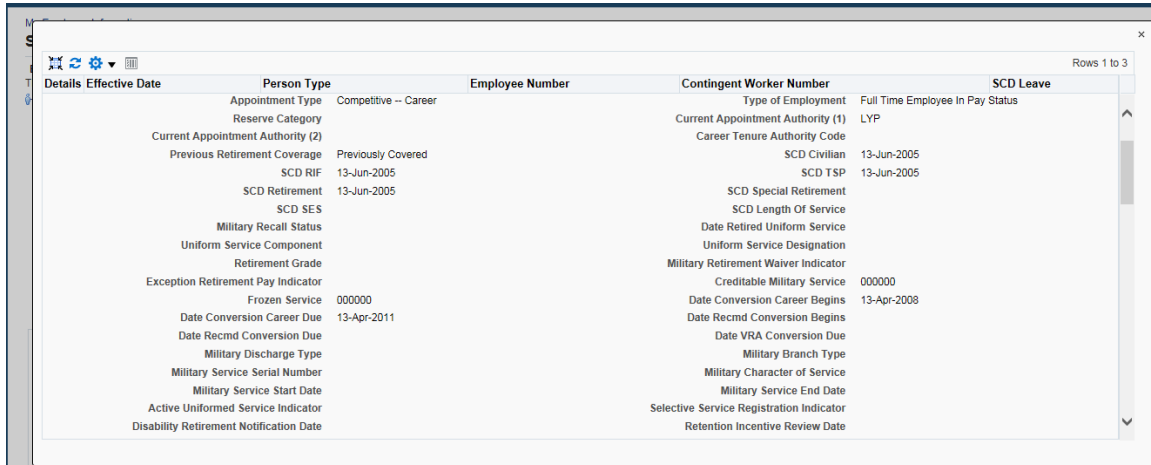
Scroll bar (2) located within the specific tab allows you to view historical data.

Scroll bar (3) located at the bottom of the screen allows you to scroll back and forth




Detach


Detach Table  icon allows you to focus on the details of the specific table within each tab.



Details	Effective Date	Person Type	Employee Number	Contingent Worker Number	SCD Leave
Appointment Type		Competitive -- Career		Type of Employment	Full Time Employee In Pay Status
Reserve Category				Current Appointment Authority (1)	LYP
Current Appointment Authority (2)				Career Tenure Authority Code	
Previous Retirement Coverage		Previously Covered		SCD Civilian	13-Jun-2005
SCD RIF	13-Jun-2005			SCD TSP	13-Jun-2005
SCD Retirement	13-Jun-2005			SCD Special Retirement	
SCD SES				SCD Length Of Service	
Military Recall Status				Date Retired Uniform Service	
Uniform Service Component				Uniform Service Designation	
Retirement Grade				Military Retirement Waiver Indicator	
Exception Retirement Pay Indicator				Creditable Military Service	000000
Frozen Service	000000			Date Conversion Career Begins	13-Apr-2008
Date Conversion Career Due	13-Apr-2011			Date Recmd Conversion Begins	
Date Recmd Conversion Due				Date VRA Conversion Due	
Military Discharge Type				Military Branch Type	
Military Service Serial Number				Military Character of Service	
Military Service Start Date				Military Service End Date	
Active Uniformed Service Indicator				Selective Service Registration Indicator	
Disability Retirement Notification Date				Retention Incentive Review Date	

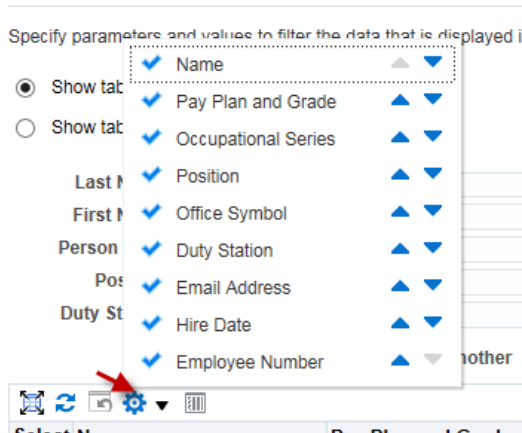
Click the Detach Table  icon again or the 'x' in the upper right hand corner to close the window



Refresh  icon is used to re-execute the table query and fetch any new rows in this table

Show/Unhide Columns

Click on the Table Settings  icon to Show/Unhide columns



Remove checkmark to “Hide” the Column

To unhide the Column, reinsert the checkmark

Column Reorder


Click on the Column Name and drag it to the position you prefer


Assignment																			
Position		Personal		Salary		Awards and Bonuses		Performance		Personnel Actions (SF-50s)		Clearance		Training		Leave			
<div><div></div><div></div><div></div><div></div><div></div></div>										Rows 1 to 1									
Details		Effective Date		Position		Occupational Series		Organization		Duty Station									
		14-Dec-2014		Industrial Operations Analyst GS30.110M291.001.008230.C		Miscellaneous Administration & Program (0301)		AQV0CCBB-1		421070125 - CANONSBURG, WASHINGTON, PENNSYLVANIA									
				Step or Rate 05						Work Schedule F - Full-Time									
				Part-Time Hours Biweekly						Pay Rate Determinant 0 - Regular Rate									
				WGI Due Date 11-Dec-2016		GS-12				WGI Pay Date 11-Dec-2016									
				Last Equivalent Increase 14-Dec-2014		GS-12				Key Emergency Essential Not Designated									
				Part-time Indicator		GS-12				Tenure Permanent - Tenure Group 1									
				Annuitant Indicator Not Applicable						Assignment NTE Start Date									


Column order prior to change

Assignment									
Position Personal Salary Awards and Bonuses Performance Personnel Actions (SF-50s) Clearance Training Leave									
Details	Effective Date	Position	Pay Plan and Grade	Occupational Series			Organization	Duty Station	Assignment Status

Column order after making the change

Assignment	Position	Personal	Salary	Awards and Bonuses	Performance	Personnel Actions (SF-50s)	Clearance	Training	Leave
<div><div><div><div></div><div></div><div></div></div><div>Rows 1 to</div></div></div>									
Details	Effective Date	Pay Plan and Grade	Position	Occupational Series			Organization	Duty Station	Assignment Status

Column Freeze  icon can only be used when the table has a horizontal scroll bar.

Click the Reset Table Settings  icon to revert the Columns back to the default settings on the My Employee Information - View Summary screen